

POSITION DESCRIPTION
FRANKLIN COUNTY CHILDREN SERVICES

An Equal Opportunity Employer

JOB CLASSIFICATION: <i>Personnel Officer 2</i>	DIVISION: <i>Employee Relations</i>	DEPARTMENT: <i>Human Resources</i>
WORKING TITLE: <i>Human Resources Generalist</i>	PCN & CLASSIFICATION OF SUPERVISOR: <i>704203 Personnel Officer 3</i>	JOB STATUS: <i>Full-time</i>
CLASSIFICATION NO.: <i>64622</i>	PCN: <i>704202</i> PAY RANGE: <i>22</i>	REVISION DATE: <i>12/15</i>
EQUIPMENT USED: <i>telephone calculator printer scanner microfiche</i> <i>computer copying machine automobile fingerprint equipment</i>		
MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED: <i>Completion of 2-year technical program or undergraduate major program core coursework in public administration or management and human resources (or 2 yrs. exp. in public administration or personnel in agency which is not part of Ohio's county or state government or university system) or 6 mos. exp. as Personnel Technician 2 or Personnel Officer 1 (or 6 mos. comparable personnel exp. in Ohio county or state agency or state supported university)</i>		
PREFERRED: <i>Master's degree with coursework in personnel administration, organizational planning or human resource management; several years relevant work exp.; knowledge and skill in interviewing; or Bachelor's degree in personnel administration, organizational planning or human resource management plus considerable relevant experience in areas such as interviewing, job classification, Civil Service laws, etc.</i>		
PURPOSE: <i>Employee is under administrative direction from the Personnel Officer 3; plans and coordinates assigned sub-program areas including recruitment, selection and placement of professional and paraprofessional staff, job audits, classifications; provides technical advice on personnel matters to management and employees; provides assistance to the Director in meeting personnel objectives. The employee is committed to practicing cultural competence by: working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages and appearances in a manner that recognizes, affirms and values the worth of individuals, families and communities and protects and preserves the dignity of each. The employee will adhere to the agency's Guiding Principles by serving as a child welfare professional, valuing every child, honoring families, and valuing partnerships.</i>		
40%	JOB DUTIES: <i>Reviews and screens resumes/applications; conducts initial employment interviews for professional staff and makes recommendations for employment to appropriate supervisors/directors; conducts reference checks; coordinates background investigations; administers and scores clerical tests; processes job bids for internal applicants by researching eligibility and forwarding the job bid of qualified candidates to hiring supervisor; reviews internal selections; notifies internal employee of decisions made regarding agency transfers, promotions and demotions and makes job offers accordingly; prepares non-selection memos and grids as necessary. Plans, coordinates and implements the recruitment process for approximately 1/3 of all Agency vacancies in administrative, professional and support classifications; initiates and maintains personal contacts with professors and placement officers at colleges with social work or related programs, especially with schools in Central Ohio and minority institutions; represents the Agency at job fairs; contacts business schools, job placement offices, and community organizations; prepares recruitment materials and newspaper advertisement as needed.</i>	

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25%	<i>Facilitates agency response to employee medical issues implicating FMLA, ADA, BWC, Donated Leave, and Disability claims for designated areas; serves as contact for designated employees inquiring about their eligibility and agency process for all of the above statutes, state agencies, agency policies and disability insurer; assesses applications for all of the above and confers with administrator to assist in disposition of applications; prepares all related forms and correspondence and transmits decision via documents and verbally as needed; maintains agency files for all of the above; communicates employee status to Payroll to facilitate use of accrued leave and allow them to assess eligibility for sick leave; coordinates and share information with County Risk Administrator.</i>	
20%	<i>Provides guidance, assistance, support and technical advice to Agency directors, managers, and supervisors regarding personnel related issues such as investigatory interviews, disciplinary matters, grievances, contract and Employee Handbook interpretation, and interpretation of civil service laws and rules; provides consultation to management regarding probationary removal procedures; reviews, organizes, and prepares probationary removal documentation for the Executive Director's approval. Answers questions regarding salary, benefits, job qualifications, agency policies and procedures; counsels and advises staff on personnel related matters; attends meetings; conducts exit interviews; reviews employee performance evaluations, personnel files, and computer-based information to determine promotion-in-place eligibility.</i>	
10%	<i>Performs reclassifications of Agency positions; conducts internal job audits by reviewing audit requests and meeting with staff when necessary to discuss duties performed and making recommendations regarding the most appropriate classification; maintains contact with Agency department heads or supervisors to determine specific duties of position for recruitment purposes.</i>	
5%	<i>Performs other related duties as assigned, which includes assisting the Director with special projects as needed; participates in new employee and student Orientation Programs by explaining information on the Human Resources Department, Employee Handbook and union contract.</i>	
List no. of positions and Class Titles of positions supervised N/A		
_____ Signature of Agency Representative		_____ Date